

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION MOTOR VEHICLES		(2) AGENCY BILLING CODE 51805	(3) PAGE 1 OF 5 PAGES	
(4) DIVISION/ BRANCH/ SECTION ADMINISTRATIVE DIVISION – FINANCIAL SERVICES BRANCH – AP UNIT		(5) ADDRESS 2415 1 ST AVENUE, 6 TH FLOOR, MS F109, SACRAMENTO, CA 95818		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER DMV-ASD-010	(10) SCHEDULE DATE 08-17-2007	(11) NUMBER OF PAGES 5	(12) CUBIC FEET (Total Schedule) 440
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 022D-DMV-ASD	(14) APPROVAL NUMBER 02-165	(15) APPROVAL DATE (S) 05/06/02	(16) PAGE NUMBER(S) REVISED - 1 4
(17) MISSION/FUNCTIONAL STATEMENT: The Accounts Payable Unit is responsible for paying the Department's bills. We maintain the Department's payment records for vendors including vendor invoices, support documentations, claim schedules and related reports.				

PART I – AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. **For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.**

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Megan Hanagan</i>	(19) TITLE Accounting Administrator II	(20) PHONE NUMBER (916) 657-8030	(21) DATE SIGNED 8/17/07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.			
(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Jim Marchad</i>	(23) CLASSIFICATION SSM1	(24) NAME (Printed or Typed) Jim Marchad	(25) PHONE NUMBER 657-5623
		(26) DATE SIGNED 8/21/07	

PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE – CalRIM CONSULTANT <i>Janice C. Sanchez</i>	(28) APPROVAL NUMBER 08-072	(29) DATE SIGNED 2/29/2008	(30) EXPIRATION DATE 2/1/2013
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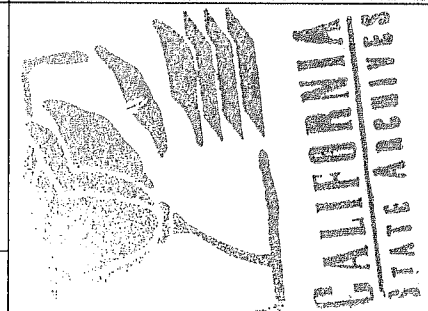
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) ☒ Contains no material subject to further review by the California State Archives
- (32) ☐ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Baileys, Archivist</i>	(34) DATE SIGNED 3/10/08
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FOR ARCHIVES' STAMP



08-072

SCHEDULE #

DMV-ASD-010

EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1.			Contract/Delegation Purchase Order	P		Active+ 2		5	Active+7		Retain 7 years from end of fiscal year in which encumbrance is liquidated. Destroy after the required 7 years or when audited by the Bureau of State Audits or the Department of General Services, whichever occurs first. (Updated 06/03) Same as Item 1
2.			Contracts	P		Active+ 2		5	Active+7		
3.			Invoices	P		Active+ 2		5	Active+7		
4.			Cal Card Reports	P		Active+ 2		5	Active+7		
5.			Batch Control Reports	P		FY+3		1	FY+4		
6.			STD. 218 Claim Schedules	P		Active+ 2		2	Active+4		
7.			Claim Schedule Monthly Reports	P		Active+ 2		2	Active+4		
8.			Encumbered History Reports	P		Active+ 2		2	Active+2		
9.			Master Services Agreements	P		Active+ 2		5	Active+7		
10.			SCO JE Documents	P		FY+3		1	FY+4		Retain for four years from end of Fiscal Year then destroy.

08-072

SCHEDULE # DMV-ASD-010

EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA (4 1)	VITAL (4 2)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		

			<u>Records Management</u>								
11.			STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
12.			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.
13.	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
14.			Authorization for Records Destruction (Computer Printouts)			4			4		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
			Electronic Mail								
15.			A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number).	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
			B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.